

DEVELOPMENT, BUILDINGS & LICENSING

This checklist **MUST** be completed and submitted with your Development Permit Application. If you have any questions regarding the information requested on this form, please call 604.873.7611.

| | |
|-------------------------|---------------------------------|
| Project Address: | Development Application: |
|-------------------------|---------------------------------|

| Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0' (1:100) scale may be acceptable. | | | | Staff Use Only | |
|--|-----------------|---|---|-----------------|----------|
| Document | Copies Required | Details | Notes | Copies Attached | Accepted |
| Reduced Drawings | 1 | <input type="checkbox"/> A complete set of reduced drawings | On minimum of 8 1/2" x 11" paper, maximum 11" x 17". | | |
| Site Plan | 6 | <input type="checkbox"/> Address <input type="checkbox"/> Legal description (found on tax notice) <input type="checkbox"/> Street name(s) <input type="checkbox"/> North arrow <input type="checkbox"/> Dimensions of site <input type="checkbox"/> Site area <input type="checkbox"/> Location and dimensions of all buildings <input type="checkbox"/> Required yards, setbacks and building lines <input type="checkbox"/> Size and location of all off street parking, loading and bicycle parking spaces <input type="checkbox"/> Access to parking and loading <input type="checkbox"/> Size of manoeuvring aisles <input type="checkbox"/> Existing and proposed, finished grade levels around all corners and perimeter of the proposed building <input type="checkbox"/> Along both sides of property line <input type="checkbox"/> 3.1 m (10') on adjacent property, parallel to side property lines at 6 m (20') intervals <input type="checkbox"/> Grades at the top and bottom of existing and proposed retaining wall(s) <input type="checkbox"/> Location of existing guy wire(s), where applicable <input type="checkbox"/> Treatment of open areas, courtyards, pedestrian areas, etc. <input type="checkbox"/> Site coverage statement <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Location of garbage facilities <input type="checkbox"/> Location of sewer, water and gas lines <input type="checkbox"/> Location of fire hydrants and their distance from the subject site <input type="checkbox"/> Fire access routes or lanes | <p>This includes principal and accessory building(s).</p> <p>Including paving material.</p> <p>Note: For proposed driveways from a street, contact the Development and Building Services Centre for Zoning and Development By-law requirements. (A streetscape plan may be required.)</p> <p>Existing grades (by a registered BC Land Surveyor).</p> <p>Where applicable.</p> <p>Where applicable.</p> <p>Including curbs and paving materials.</p> | | |
| Building Grades Plan | 1 | <input type="checkbox"/> Building grades at all four corners of the site Submission for Development Application will not be accepted without Building Grades Plan. | Contact City Engineering Services at 604-873-7316 for application and/or a copy of Building Grades. (Note: it may take several weeks for building grades to be available and a fee will be required.) http://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx | | |

DE Checklist - Mixed-use Multiple Dwellings / RT cont'd.

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| Document | Copies Required | Details | Notes | Copies Attached | Accepted |
| Survey Plan | 6 | <ul style="list-style-type: none"> <input type="checkbox"/> The PID (The Property Identifier Number) <input type="checkbox"/> Legal description (found on tax notice) <input type="checkbox"/> Street address, street name(s) and location, as well as location and width of any lane(s) <input type="checkbox"/> Dimensions of site and site area, including north arrow <input type="checkbox"/> Location and dimensions of all existing buildings being retained on the site <input type="checkbox"/> Front and rear yard depth at each corner of the proposed building <input type="checkbox"/> Setbacks must be taken from the established building line (where applicable) <input type="checkbox"/> Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 metres (10' 0") <input type="checkbox"/> Ultimate property line <input type="checkbox"/> Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys <input type="checkbox"/> Location of existing street crossings <input type="checkbox"/> Existing grades at each of the four corners of the site <input type="checkbox"/> Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning & Development Bylaw requirements) <input type="checkbox"/> Existing grade levels at the four corners of the proposed accessory building envelope <input type="checkbox"/> Existing grades on the adjacent property, parallel to side property lines at regular intervals approximately 3 metres (10' 0") into the neighbouring sites. <input type="checkbox"/> Elevations along the centre line of the lane opposite to the centre line of the accessory building envelope and at those points directly in line with the side property lines of the site (if lane paved, elevations must also be shown along the centre-line of the gutter) <input type="checkbox"/> Location, height and diameter of all stumps 20 cm (8") caliper or greater <input type="checkbox"/> Location of all existing trees (including adjacent property trees within 2 m (6.5') of the property line and trees on any City street or lane allowance adjacent to the site) that are 20 cm (8") in diameter or greater (and all multi-branching trees where the combined diameters of the three largest stems equal 20 cm (8") caliper or greater) when measured 1.4 metres (4.5') above the ground <input type="checkbox"/> Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development <input type="checkbox"/> The drip line (crown of trees or extent of tree branches) and species or type of trees, exceeding 20 cm (8") in diameter measured 1.4 m (4.5') above the ground | <p>2 original surveys and 6 copies are acceptable.</p> <p>Especially important where the site dimensions are irregular.</p> <p>Where lane dedications are required, setbacks must be measured from dedication line.</p> <p>Where the building on the adjacent site is set back from the side property line.</p> | | |
| Building Envelope Letter | 1 | <ul style="list-style-type: none"> ▪ Letter from a Building Envelope Consultant regarding FSR wall exclusions, if applicable. | May be included in statistics sheet of plan set or submitted separately. | | |

DE Checklist - Mixed-use Multiple Dwellings / RT cont'd.

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| Floor Plans ¹ | 6 | <input type="checkbox"/> All storeys, including all levels of underground parking <input type="checkbox"/> All room uses/dimensions, including finished/unfinished areas <input type="checkbox"/> Stair location <input type="checkbox"/> All door, window and skylight locations <input type="checkbox"/> For floors that have sloped ceiling, see notes under cross section <input type="checkbox"/> Location of vents, bay or box windows, air conditioning units and/or condensing units <input type="checkbox"/> Clearly indicate proposed work if adding to the building (highlight) <input type="checkbox"/> Floor space ratio statements (maximum and above grade statements) <input type="checkbox"/> Horizontal angles of daylight for building with 3 or more dwelling units <input type="checkbox"/> For any project retaining portions of the building -> Retention Drawings | | | |
| F.S.R. Compliance | 1 | <input type="checkbox"/> Proof of compliance with F.S.R. May be submitted directly to the Project Coordinator, when assigned. | Proof of compliance can take the form of colour-coded floor plans cross-referenced to data sheets. Verification using computer generated illustrations or other means acceptable to the Project Coordinator. Refer to bulletin at: http://former.vancouver.ca/commsvcs/BYLAWs/bulletin/a008.pdf | | |
| F.S.R. Exclusion | 1 | <input type="checkbox"/> Floor Space Exclusion for Additional Wall Thickness to Control Building Envelope Leaks | In order to assist staff in the processing of this exclusion, this information will be required for the review of the development application. Refer to bulletin at: http://former.vancouver.ca/commsvcs/bylaws/BULLETIN/F009.pdf | | |
| Elevations ¹ | 6 | <input type="checkbox"/> Four elevations, front rear and two sides (additional elevations will be required for courtyards, i.e., inside face of buildings) <input type="checkbox"/> Colour rendering of the front elevation indicating the details of finished materials must be included in at least one set of drawings <input type="checkbox"/> Floor levels indicated and height above and below finished grades <input type="checkbox"/> Floor levels and heights above and below finished grades <input type="checkbox"/> Elevation on each floor level, including peak of pitched roof or parapet wall of flat roof, any architectural appurtenances or decorative roof, and top of elevator and rooftop mechanical room structures <input type="checkbox"/> Chimney detail <input type="checkbox"/> Door and window details and sizes <input type="checkbox"/> Reflective elevations showing relationship to windows <input type="checkbox"/> For any project retaining portions of the building -> Retention Drawings | Elevations of all sides of the building if new building or if adding to an existing building, sufficient elevations to clearly represent the proposal. Cellar and basement heights. Existing and proposed. | | |

¹ For any project retaining portions of the building → retention Drawings

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| Document | Copies Required | Details | Notes | Copies Attached | Accepted |
| Roof Plans ¹ | 6 | <input type="checkbox"/> Layout of elevator machine room, mechanical rooms and equipment <input type="checkbox"/> Details of any screening <input type="checkbox"/> Dimensions of any roof overhang <input type="checkbox"/> For any project retaining portions of the building -> Retention Drawings | | | |
| Sections ¹ | 6 | Longitudinal and cross sections should include: <input type="checkbox"/> Details of vaulted areas and adjacent attic spaces <input type="checkbox"/> Ceiling height of crawl spaces and all habitable floors, height of all half storeys or dormers where the floor area has a minimum ceiling height of 4 feet (1.2 m) <input type="checkbox"/> Bay window, window seats and window well details <input type="checkbox"/> For any project retaining portions of the building -> Retention Drawings | | | |
| Landscape Plans | 6 | <input type="checkbox"/> Provide a full Landscape Plan (including a plant list) illustrating both common and botanical names, sizes and quantity of all proposed plant material <input type="checkbox"/> Proposed plant material, paved surfaces, other landscape elements and existing trees must be clearly shown on the Landscape Plan <input type="checkbox"/> Provide details for planters, fences, trellis, etc. <input type="checkbox"/> Existing site contours, landscaping and material to be removed, include size, common name and placement <input type="checkbox"/> All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures <input type="checkbox"/> Locations of sewer, water and gas lines | Refer to Section 7 and 8 of the applicable Zoning Guidelines: http://vancouver.ca/home-property-development/land-use-and-development-policies-and-guidelines.aspx All landscaping details shown on the survey are to be transferred to the Landscape Plan. The applicant is responsible for the confirmation of all Landscape information. | | |
| Arborist Report | 1 | <input type="checkbox"/> Report to include details of existing site trees and adjacent trees (as noted on the survey) and relevant comments as noted in the Protection of Trees By-law Section 7.2 | Prepared by an ISA Certified Arborist Not required for applications without site or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law. | | |
| Streetscape Drawings | 6 | <input type="checkbox"/> Existing landscape on the front yard of streetscape sites and the boulevard, as well as the building fronts and entry location <input type="checkbox"/> Graphic and written analysis of the streetscape noting the existing architectural and landscape design patterns and elements | | | |
| Context Plan | 6 | <input type="checkbox"/> Drawings showing the relationship of the proposed buildings to surrounding development at front, rear and sides (in plan and elevation) <input type="checkbox"/> Windows, uses and private open space in adjacent buildings, including secondary buildings and significant features must be indicated | | | |
| Site Profile | 1 | <input type="checkbox"/> Site Profile must be completed for all demolitions where any Schedule 2 activities have taken place in the past. See the link to the right for more information. | http://vancouver.ca/home-property-development/demolition-deconstruction-permit.aspx | | |
| Electronic Copy of Plans | 1 USB | <input checked="" type="checkbox"/> A complete set of drawings + <u>all other application materials</u> in .pdf format. | | | |

DE Checklist - Mixed-use Multiple Dwellings / RT cont'd.

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| Parking, Loading and Bicycle Parking Plan(s) | 6 | <p>Proposed development to comply with Parking By-law and Parking and Loading Design Guidelines for the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access to parking and loading (including elevations to verify) <input type="checkbox"/> Ingress/egress ramp(s), width(s) (including elevations to verify) <input type="checkbox"/> Ingress/egress ramp(s) grade(s), i.e., not more than 10% slope for the first 20' and 12.5% subsequently <input type="checkbox"/> Interior ramp(s) grade(s) and width(s) (including elevations to verify) <input type="checkbox"/> The crossfall and slopes of parking areas and loading bays not to exceed 5% maximum (including elevations to verify) <input type="checkbox"/> Vertical clearance height for underground parking area (minimum 2 m) and for loading bays (minimum 3.5 m) <input type="checkbox"/> Length and width of parking stalls (especially those adjacent to fences, walls, etc.) <input type="checkbox"/> Length, width and throat width (where applicable) for loading bays <input type="checkbox"/> Width of manoeuvring aisles for parking stalls <input type="checkbox"/> Disability Spaces are to be clearly designated <input type="checkbox"/> Curbs having cross-sectional dimensions above the pavement of at least 15 cm (6"), located at least 60 cm (23.6") distant from interior or exterior fences, walls, landscaped areas and buildings <input type="checkbox"/> Bicycle parking requirements to be complied with in accordance with section 6 of the Parking By-law parking <ul style="list-style-type: none"> <input type="checkbox"/> Numbered spaces <input type="checkbox"/> Confirmation of minimum vertical clearance to Class A loading and disability spaces <input type="checkbox"/> Bicycle parking requirements to be compiled with in accordance with Sections 6 of the Parking By-law | <p>Off-street passenger spaces are required to be provided in accordance with the Off-street Passenger Space Regulations for:</p> <ul style="list-style-type: none"> ● Special Needs Residential Facility - Community Care - Class B ● Health Care Office | | |
| Design Rationale & Request for Relaxations | 1 | <ul style="list-style-type: none"> <input type="checkbox"/> A written statement, with illustrations as needed, conveying the proposal's urban design and architectural concept and its response to the by-law and relevant sections of the applicable guidelines, including justification of request for any discretionary zoning provisions (relaxations, increases, etc.) | | | |
| Charge Summary | 1 | <ul style="list-style-type: none"> <input type="checkbox"/> A complete Charge Summary prepared by a solicitor, summarizing "all" the charges listed on title for the subject property | MUST be submitted at the time of application for ALL NEW buildings, except new one and two family dwellings. | | |
| Title Search | 1 | <ul style="list-style-type: none"> <input type="checkbox"/> To be obtained through the Land Titles Office | | | |
| Model | 1 | <ul style="list-style-type: none"> <input type="checkbox"/> A model of the development and the surrounding buildings | | | |
| Context Photographs and Photos of Existing Buildings | 1 | <ul style="list-style-type: none"> <input type="checkbox"/> A set of photos is required <input type="checkbox"/> Photos showing relationship of the proposed building(s) to surrounding development at front rear and sides <ul style="list-style-type: none"> <input type="checkbox"/> Four sides of the building <input type="checkbox"/> Typical views of the property and streetscape <input type="checkbox"/> Adjacent streetscape and houses | Photomontage. | | |

DE Checklist - Mixed-use Multiple Dwellings / RT cont'd.

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| View Analysis | 6 | <input type="checkbox"/> An analysis of the impact of the development on any existing view corridors or any view impacts on adjacent properties or nearby public open spaces and an analysis of any skyline impacts as seen from afar as they impact sea or mountain views or the crest of any hill | | | |
| Shadow Analysis (Multiple Dwellings only) | 6 | <input type="checkbox"/> An analysis of sun and shadow patterns on adjoining properties and the street as well as on usable outside open spaces on the subject site (equinox March 21 & September 21 at 10:00 am, 12 noon and 2:00 pm) | May be required. | | |
| Acoustical Reports | 1 | <input type="checkbox"/> An acoustical report must be submitted in accordance with Section 4.15.1 of the applicable District Schedule or as required in CD-1 by-laws | | | |
| Material and Colour Sample Board | 1 | <input type="checkbox"/> All material must be submitted with the Development Application, except the model which must be submitted one week before the scheduled review | | | |
| Proximity to BC Hydro Lines Checklist | 1 | <input type="checkbox"/> | | | |
| Development Data Summary | 6 | <input type="checkbox"/> Full zoning analysis required (see sample below) | The development data must be shown on the cover sheet of each set of drawings | | |
| Servicing Plan (Cambie Corridor Applications Only) | 3 | <ul style="list-style-type: none"> ▪ Servicing Plan must include: ▪ Finalized professional signed and sealed Rainwater Management Plan ▪ Finalized professional signed and sealed Hydrogeological Study that include (if required): ▪ Finalized Groundwater Management Plan, if required ▪ Finalized Impact Assessment, if applicable | <ul style="list-style-type: none"> ▪ Rainwater Management Plan must be signed & sealed by a qualified engineer. ▪ Hydrogeological Study must be signed & sealed by a Certified Professional with experience in hydrogeology. ▪ Refer to the Rainwater Management Bulletin & Groundwater Management Bulletin for more information. ▪ Servicing Plan not required for applications outside the Cambie Corridor. | | |

DE Checklist - Mixed-use Multiple Dwellings / RT cont'd.

| Development Data Summary | | |
|---------------------------------|---|--|
| Total Site Area | | |
| Total Floor Space Ratio | Permitted | Proposed |
| Site Coverage | Required where applicable | Required where applicable |
| Height | Permitted | Proposed |
| Front Yard | Required | Proposed |
| Side Yard | Required | Proposed |
| Rear Yard | Required | Proposed |
| Parking Spaces | Required (minimum disability spaces, maximum small car ratio) | Proposed (standard and small car spaces) |
| Bicycle Spaces | Required (Class A, Class B) | Proposed (Class A, Class B) |
| Loading Spaces | Required | Proposed |
| Number of Units | Total number of units, breakdown by unit type and unit area | |